



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002  
[www.vihfa.gov](http://www.vihfa.gov)

## **REQUEST FOR PROPOSALS**

for

### **DRAINAGE SOLUTION**

for

### **ESTATE MOUNT PLEASANT, PHASE IV ADDENDUM I**

**RFP 007-2023-STX**

**Issue date:**

**May 2, 2023**

**Submittal deadline:**

**May 25, 2023**

**Contact person:**

Afisha M. Hillocks  
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[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)  
(340) 772-4432 ext. 3233  
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*Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

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**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
**RFP 007-2023-STX**  
**REQUEST FOR PROPOSALS**  
**DRAINAGE SOLUTION FOR ESTATE MOUNT PLEASANT,**  
**PHASE IV**  
**ADDENDUM I**

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**This addendum is issued to modify the previously issued IFB document and/or given for informational purposes and is hereby made a part of the IFB document. The Respondent must acknowledge the receipt of any and all addenda by completing IFB Cover Letter, Enclosure Document A. The following sections are hereby amended/added:**

## **12.0 REQUEST FOR PROPOSAL SCHEDULE**

The deadlines associated with this RFP are further outlined:

<b>RFP SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
RFP Issue date	April 26, 2023	
Pre-proposal Conference	May 2, 2023	9:00 AM
<b>Site Tour</b>	<b>May 9, 2023</b>	<b>11:00 AM</b>
Final date to submit written questions	May 16, 2023	
<b>RFP Submittal Deadline</b>	<b>May 25, 2023</b>	<b>4:00 PM</b>

The VIHFA reserves the right to change the RFP schedule by issuing an Addendum at any time.

## **14.0 PRE-PROPOSAL CONFERENCE and SITE TOUR**

The VIHFA will conduct a virtual Pre-Proposal Conference at **9:00 a.m.** Atlantic Standard Time (“AST”) on **May 2, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/84114283078>.

A Site Tour is also scheduled on **May 9, 2023**, at **11:00 a.m.** A VIHFA Construction Manager will meet all prospective Respondents at the project site. He can be reached at (340) 690-9691 for directions regarding the Site Tour. A google pin of the site location is also provided to assist with directions, <https://goo.gl/maps/55Z7zg1pWZHamzAh9>.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference **and the Site Tour**. All prospective Respondents are urged to attend the Pre-Bid Conference. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

## **15.0 DELIVERY OF PROPOSAL PACKAGE**

All responses to this RFP are to be submitted no later than **4:00 p.m. AST** on **May 25, 2023**. The VIHFA will **not** consider fax submission of a proposal. Proposal Package must be emailed to **procurement@vihfa.gov**.

The email subject line must be clearly marked **“DRAINAGE SOLUTION”**. The VIHFA will not consider fax submission of a proposal or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each proposal package with this information may cause the VIHFA to inadvertently open the proposals before official closing date and time. The VIHFA will log all received proposals with the date and time of receipt. Proposals received after the deadline will be considered **LATE** and will **not** be opened or considered.



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